



What is the Arizona Commission on the Arts?

One of 56 state and jurisdictional arts agencies across the United States, the Arizona Commission on the Arts is a 53-year-old agency of the State of Arizona and a leading force in the creative and professional development of Arizona's arts sector. Through robust programs, research initiatives, and strategic grantmaking, the Arts Commission catalyzes arts-based partnerships that strengthen Arizona communities through the arts. For more information, visit our website at www.azarts.gov.

About the Internship

The Arts Commission is currently seeking internship applications for the **Spring 2020** cycle, which runs approximately **January through April 2020**. An average internship is 10 to 12 hours a week for 12 to 14 weeks, though the weekly plan of hours is adaptable to an intern's schedule and is finalized during the internship onboarding process. Interns will primarily work from the Arts Commission offices, located at 417 West Roosevelt Street, Phoenix AZ 85003, however internships may also involve some off-site learning or project-based participation. You may be eligible for student course credit for your internship; potential course credit must be identified and arranged by the intern with counsel from their academic advisor.

Interns are compensated at a rate of \$12 per hour, provided the intern has no conflicts prohibiting receipt of a stipend. It is the intern's responsibility to establish eligibility for payment, including but not limited to any restrictions related to receipt of both payment and student course credit simultaneously.

The Internship Curriculum

The Internship Program offers emerging leaders a module-based experience in arts administration, exploring the different departments that comprise the Arts Commission and their various functions. Through a combination of learning experiences and collaborative work projects, interns develop essential skills and acquire valuable experience in preparation for potential careers in arts administration, local government, the non-profit sector, or other arts and culture-based professional paths. Interns at the Arizona Commission on the Arts typically engage in the following modules:

Module	Supervisor(s)
Welcome and Orientation	Brad DeBiase, Programs and Grants Coordinator
Arts Learning	Elisa Radcliffe, Arts Learning Manager Anastasia Freyermuth, Arts Learning and Evaluations Coordinator
Communications	Steve Wilcox, Communications Director
Organizational Services	TBD
Artist Programs	Kesha Bruce, Arts Learning Manager Anna Needham, Arts Learning Coordinator
Capstone Exercise	TBD

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- **Orientation (1 day)** - An introductory session to familiarize interns with the building, staff, general operations, and review the course of the internship as it has been built for their particular cycle.
- **Arts Learning** - The Arts Learning department leads several initiatives and grant programs that support lifelong learning in, through and about the arts.
- **Communications** - The Communications department is responsible for producing the media and public-facing content that promotes the Arts Commissions activities and opportunities to constituents statewide.
- **Organizational Services** - The Organizational Services department works with arts and culture nonprofit groups and organizations on grant application and review processes.
- **Artist Services** - The Artist Programs department leads several initiatives and grant programs that support individual artists locally, regionally, and statewide across a variety of disciplines.
- **Capstone Exercise (1 week/12 hours)** - Internships culminate in a capstone exercise (presentation, case study, etc.) that aligns with a component of the learning and experience conducted throughout the internship, and with the intern's larger field of study or career goals.

Except for the Orientation and Capstone, interns typically spend 2-3 weeks in each module. The internship structure may vary in module length and order based on agency activities and staff availability. Additionally, depending on availability, schedules, and feasibility; part of the intern's experience may include some fieldwork with an arts organization or individual, or may include a professional development opportunity relevant their interests or field of study.

How To Apply

To apply, please send an email to Brad DeBiase at bdebiase@azarts.gov that includes the following:

- A current resume or CV (maximum 2 pages).
- A list of three personal/professional/academic references. For each, include name, title, phone number, email address, and one-sentence on how the reference can speak to your experience.
- A cover letter or letter of inquiry, addressing your experience or special interests related to arts administration, local government, or other professional or career interests (maximum 1 page).

Materials should be attached as a single Word document or PDF and labeled with your first and last name (i.e., JaneSmith_CoverLetterResume).

Applicants will be notified of a decision within two weeks of the deadline. Those selected will then work with the Internship Coordinator to determine a suitable start date.

THE DEADLINE FOR APPLICATIONS IS FRIDAY, DECEMBER 6 2019 by 11:59 PM.

For questions, please contact Brad DeBiase, Programs and Grants Coordinator, at bdebiase@azarts.gov or 602-771-6534.